

Internal Quality Assurance Cell (IQAC)

26th Coordination Meeting

4 December 2019

Time: 2:30 p.m

Venue: Conference Hall, Level III, SMIMS

The 26th Coordination Meeting with all the Heads of Institutions and Heads of Offices was held on 4 Dec 2019 under the Chairmanship of the Hon'ble Vice Chancellor, SMU.

Members present

1. Dr VK Mehta, Dean, SMIMS
2. Prof (Dr) Ashis Sharma, Director, SMIT
3. Prof (Dr) KS Sherpa, Registrar, SMU
4. Prof Mridula Das, Principal, SMCON
5. Dr Nikita Joshi, Principal SMCPT
6. Dr Mingma L Sherpa, Head Operations, CRH
7. Prof GC Mishra, Dy Controller (Tech). SMIT
8. Dr G Malikarjuna, Director, SMUDDE
9. Mr MS Sridhar, Head HR SMU
10. Mr Anil D'Souza, HR, SMU
11. Col Umakant Singh, Head General Services, SMU
12. Mr Anand Ruhela, Head IT, SMU
12. Mr Chandra Rai, I/c FO, SMU
13. Ms Srijana Sharma, Coordinator In-Charge, HSS
14. Mr PM Pradhan, Asst Registrar, IQAC

Leave of absence granted to:

Dr Gautam Dey - MS, CRH; Mr Madan Chettri - Coordinator HSS; Mr Satyavolu Venkata Ravi Sankar, Sr FO, SMU



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Hon'ble Vice Chancellor, welcomed all the members present in the meeting.

Initially, Hon'ble Vice Chancellor introduced and welcomed Mr Anil D'Souza, Head HR designate reported from MAHE and also bid farewell to Mr MS Sridhar, head HR, SMU from this forum. He complimented Mr MS Sridhar for his commendable job during his tenure at SMU and wished him a very best for his new assignment at MUJ.

Congratulated SMIT for getting highlighted in the front page of the national newspapers as Lt. Shivangi is the first woman pilot of Indian Navy is an Ex-student of SMIT.

Congratulated Physiology Department, SMIMS for coverage of "Hands on" workshop in medical teaching methodologies held at SMIMS in the home page of the International Union of Physiological Sciences website.

Review of the previous meeting

(a) Implementation of new courses and organization of various workshops

- Elective subject on "Consumer Affairs" to be implemented in all undergraduate courses
- CRH was to organise workshop on 'Consumer Protection'
- Summer Internship Courses to be offered by SMIT and H&SS
- Constitution and Implementation of "Ek Bharat Shreshtha Bharat" (EBSB) Club
- Holiday Calendar 2020

Registrar, SMU affirmed that Department of Management and Computer Application have already incorporated "Consumer Affairs" in the main course and to be implemented from the next academic session beginning from August 2020. Commerce wing of the Department of HSS is already teaching this subject as "Consumer Laws". However, the Department is working on introducing this as an elective subject to BA programs.

Head Operation, CRH informed that CRH will organize workshop on "Consumer Protection" after January 2020.

Ek Bharat Shreshtha Bharat (EBSB) club has been constituted at the University level and one each at Tadong campus and Majhitar campus with the Associate Dean (Students' Welfare) and Associate Director (Student Affairs) as coordinators. Prof Ratika has been nominated as overall



coordinator of EBSB club at University level. NSS wing of every campus will be the default members of these clubs.

(b) Summer internship for students from group institutes

- SMIT to charge Rs.500/- from students registering for summer internship in other group institutes
- Department of Management, Civil Engineering and Electronics & Communication Engineering are offering summer course.
- Winter course offered by MAHE – Dubai / MUJ
- Marketing of these courses are to be done effectively
- Other units organize: Dine with the HoI, Lecture by Eminent Experts and Guided local sightseeing

Further registration charge of Rs. 500/- to be collected from students registering for summer internship in other group institutions.

Hon'ble Vice Chancellor suggested to make summer internship program more glamorous and interesting by including sightseeing and other activities.

Department of HSS to organize summer internship from next session.

Winter courses to be planned if student are interested.

Agenda #1: Workshop on Digital Transaction

- Every three months, workshop on Digital Transaction is to be organised – UGC Mandate

Finance Department, SMU to organize workshop on Digital Transaction for staff of SMU including students of HSS, BBA & MBA once in every three months. Details to be uploaded in the UGC site.

Action: Sr FO, SMU/Head HR, SMU

Agenda #2: Annual Stock Verification

- Notification on annual stock verification has been released
- Request timely submission of report by 31 March 2020.



Hon'ble Vice Chancellor informed that data for annual stock verification has been issued from university to all units. To ensure that the annual stock verification is done very diligently. 30th of April is the deadline for submission of report.

Action: All HOIs

Department of IT to do stock verification including condemnation and disposal of items. List of items for condemnation and disposal to be prepared and recorded in the register.

Action: All HOIs/Head IT

Agenda #3:FDP on Student Induction

- AICTE Eastern Region is going to conduct 07 days Faculty Development Program on Student Induction at SMIT with effect from 16 Dec – 22 Dec 2019
- Request participation from SMCON, SMCPT, H&SS and Medical Biotechnology

All the institute to nominate one or two faculty member to attend 7 days faculty development program on student induction at SMIT.

The University will reimburse the expenses.

Action: All HOIs/Coordinators

Agenda # 4: Budget

- ✓ Review of capex / opex of last financial year budget
- ✓ Request due diligence and timely submission of budget for next financial year

All are requested for submission of capex and opex budget of the last financial year by 2nd week of January and also submit budget for next financial year.

Monthly review on admission budget to be shared in every coordination meeting.

Action: All HOIs

Agenda # 5: Admission Activity

- ✓ HoIs to periodical reinforcement of admission activity
- ✓ Any further action on branding and advertisement

Department of biotech, HSS & SMPT to give number of students willing to stay at hostel.

Accordingly HGS will finalise hostel accommodation outside the campus by next month.

Action taken report on admission to be incorporated in every coordination meeting.

Funds are available for branding requested to look at it for further planning.



Action: All HOIs

Agenda # 6: MAHE Research Mobility Grant

- ✓ Review on progress on research mobility fund by HoIs and record the progress
- ✓ Realistic deadlines requested
- ✓ Extension of Research Mobility Grant to faculty registering for Ph.D. – Decision of MESVCC

Hon'ble Vice Chancellor, SMU requested to review the outcome of MAHE Research Mobility Grant of Rs. 50 lakhs. Motivate faculty to utilise this provision to carry out more research work.

Action: All HOIs

Agenda # 7: SMU Research Mobility Grant

- ✓ SMU proposes Rs 10 Lakhs per annum for research mobility grant
- ✓ Researchers moving to other universities other than the group universities
- ✓ Feedback on proposal is requested from HoIs

Hon'ble Vice Chancellor proposes to allocate Rs 10 Lakhs per annum for research mobility grant to explore possibility for collaboration with other university

Feasibility and usefulness of the grant to be communicated to university to make provisions in the next financial year. This is to be communicate to all faculty.

Action: All HOIs

Agenda # 8: Concessions to Kashmiri Migrants /

- Ref: Letter No. F.No.3-4/2017-NER dated 15 October 2019 from Sr. Economic Advisor (Higher Education), MHRD, GoI. Matter to be made effective from academic year 2020-21
- ✓ Concession for the wards of Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrants) living in Kashmir Valley in HEIs
- ✓ Relaxation in cut-off percentage upto 10% subject to minimum eligibility requirement
- ✓ *Increase in intake capacity upto 5% course-wise*
- ✓ Reservation of at least one seat in merit quota in technical / professional institutions
- ✓ Waiving off domicile requirements for Kashmiri Migrants only. Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir need domicile certificate.

Within the sanction strength can be implemented.

Action: All HOIs

Information Points

- SMU has proposed 500 licenses for Courses next year.
 - Six monthly review of utilization of licenses



- 18 March 2020 – GC/EC/FC Meeting
- 19-20 March 2020 – MESVCC
- 20-21 March 2020 – Medical Deans' Conclave

Presentation on progress on Couresa was given by Mr Premendra Pradhan, Asst Registrar,

IQAC: It was suggested that Department of HSS also to explore this course.

Action: Coordinator, Department of HSS.


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1	Prof (Dr) VK Mehta	Dean, SMIMS	
2.	Prof (Dr) Ashis Sharma	Director, SMIT	
3.	Dr Gautam Dey	MS, CRH	
4.	Prof Mridula Das	Principal, SMCON	 4/12/19
5.	Dr Nikita Joshi	Principal, SMCPT	
6.	Dr Mingma L Sherpa	Head Operations, CRH	 4/12/19
7	Dr G Mallikarjuna	Director, SMUDDE	
8.	Col Umakant Singh	Head General Services, SMU	
9.	Shri MS Sridhar	Head -HR, SMU	 4/12/19
10	Shri Satyavolu Venkata Ravi Sankar	Sr FO, SMU	
11	Dr Manoj Kumar Nagasampige	Coordinator, IQAC	
12	Mr Anand Ruhela	Head IT	
12	Shri Madan Chettri Mrs. Srijana Sharma.	Coordinator, HSS	
12.	Prof GC Mishra,	Dy. Controller –Tech, SMIT	 4/12/19
13	Prof Luna Adhikari	Dy Controller – Med, SMIMS	
14	ANIL D Souza	HR	
15.	Charan Rai	Finance Dept.	
16.	P M Pradhan	Asst Registrar SMU	
17.	ANIL D Souza	HR	

